

AWARD WRITING TIPS FOR DUMMIES (06/19/2023)

REF: (a) Department of Florida Awards Policy dated 20 June 2023

AWARDS AND CITATIONS: Recognition of services provided by the membership is probably one of the most valuable tools in retaining members and encouraging participation in all levels of the Marine Corps League. It is incumbent upon each member; but especially the Detachment Commandants & Senior Vice Commandants to be familiar with the National By-Laws and Administrative Procedures, Enclosure 4. Ensure you comply with the current edition of DOF Awards Policy, (Ref a).

AWARDS PREPARATION: Writing awards is an important task and this writing guideline will hopefully assist those in drafting a proper award for those recognized for their noteworthy contribution or for going above and beyond the call of duty in the performance of their duty.

SUMMARY OF ACTION: Summarizing an award nomination should contain three parts as follows:

- a. **Opening statement:** An opening statement recommends an individual or a Detachment for a specific award. See samples below.
- b. **Narrative bullets:** This section contains short bullets with hard facts or empirical data. See sample below.
- c. **Closing statement:** A closing statement summarizes why the individual or Detachment is worthy of the award being recommended. See samples below.

TERMS: I provided terms below that will help the nominator is preparing the nomination form.

Above and beyond the call of duty Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

Award given to individuals or units for certain acts or services, accolades, citations, and commendations. Also, an adjective used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth)

Award precondition Any eligibility criterion not specified by this regulation which must be met before awarding a decoration.

Biographical sketch Identification of an individual that includes as a minimum: full name, social security number, date and place of birth, marital status, education, and military service.

Decoration Distinctively designed mark of honor denoting heroism or meritorious and/or outstanding service and/or achievement for individuals and units.

- a. Individual
- b. Detachment

AWARD WRITING TIPS FOR DUMMIES (06/19/2023)

Direct participation “Hands-on” activity directly related to the Marine Corps League sponsored events, Community, or veteran related activities. The individual must be physically present at the designated location, having contributed to and influenced the action.

Direct support Services being supplied to the Marine Corps league sponsored events, community, or veteran related activities. This includes support, coordinating, providing logistics, providing funds, etc.

Distinguished himself or herself by Someone who, by praiseworthy accomplishment, is set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like position and experience for the circumstances involved.

Duty of great responsibility Duty which, by virtue of the position held, carries the ultimate responsibility for the successful operation of a major event, activity, or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the Marine Corps League.

Duty of responsibility Duty which, by virtue of the position held, carries a high degree of the responsibility for successful operation of a major event, activity, or project, or which requires the exercise of judgment and decision affecting plans, policies, operations, or the lives and well-being of others.

Key individual A person who is occupying a position that is indispensable to an organization, activity, or project.

Meritorious achievement An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date.

Meritorious service Distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of position and experience based on accomplishments while filling a position of authority.

Outstanding or unusually meritorious performance Performance of duty determined by the Detachment to have contributed to an unusually significant degree toward the furtherance of good relations between the Marine Corps League and the community. This requires that the service be of significance to the Marine Corps League and that it be performed under exceptionally difficult and extraordinary conditions.

Period of award

- a. For meritorious service awards, the cited period is limited to the period of service during which the individual served. Meritorious service is characterized by distinguished service and performance above that normally expected, over a sustained period.

AWARD WRITING TIPS FOR DUMMIES (06/19/2023)

- b. For achievement awards, the length of time is not a primary consideration; however, the act or achievement should have a clearly discernible beginning and ending date.

Billets: Positions of responsibility (please use a position the individual is being recognized for:

Commandant	Sr Vice Commandant	Jr Vice Commandant
Paymaster	Judge Advocate	Adjutant
BSA Liaison	Young Marine Liaison	Honor Guard Member
Toys for Tots Coordinator	Chaplain	VAVS Representative
Sgt at Arms	Auxiliary Position	Dept Elected or Appointed
Golf Event Chairman	Fundraising Chairman	Other:

SAMPLE NOMINATION (Feel free to use or modify)

Opening statement: Examples that can be used or modified.

Individual

1. Name is recommended with enthusiasm for exceptional leadership in the performance of duty.
2. Name's, commitment, and can-do attitude go above and beyond the call of duty.
3. Distinguished himself/herself in the performance of their duty as Commandant, Paymaster, Honor Guard member, etc.
4. Name's direct support in working with the _____ VA Hospital resulted in coordinating and sponsoring events that benefited patients.

Detachment

1. The Detachment's outstanding service to the Toys for Tots campaign resulted in collecting and sorting more than _____ toys and fundraised more than \$_____ to supplement their campaign.
2. The Detachment's direct participation in veteran and community events were instrumental in highlighting the Marine Corps League's image to the public.
3. The Detachment's distinguished itself by performing _____ hours in support of veterans and donated more than _____ in supporting veterans or programs that assist veterans.

Summary of Action: ***Type in bullet format any actions that support the nomination.***

Examples:

- **Name** is a devout Christian who has dedicated his/her life in serving church and others. Then explain in detail what service they did.

AWARD WRITING TIPS FOR DUMMIES (06/19/2023)

- **Name** has performed X number of hours of community service to veterans, youth, or other activities. Then explain in detail what service they did.
- **Name** tirelessly works at the local VA Clinic/Hospital in support of patients. Then explain in detail what service they did.
- **Name** has donated funds out of pocket in support of **organization**. Then explain in detail what organization, how much money and what the money was used for.
- **Name** unselfishly gives of his/her time in support of **organization**. Then explain what organization and explain in detail what service they did.
- **Name** drove over _____ miles in the performance of his/her duties.
- Increased membership by _____ which is about _____ percent.
- Under his leadership _____ the Detachment distinguished itself by performing _____ hours in support of veterans and donated more than _____ in supporting veterans or programs that assist veterans.
- **Name** has a passion in mentoring today's youth to be tomorrow's leaders. Then explain in detail what service they did and the name of the Youth group.
- **Other:**

Closing Statement:

1. Name's commitment and hard work contributed greatly to the success of _____. He/she is well deserving of the _____ award.
2. The Detachment's sustained commitment has gone above and beyond the call of duty in providing support to veterans and the local community. Detachment _____ is well deserving of the _____ award.

John M. Gionet

JOHN M. GIONET
Sr. Vice Commandant
Department of Florida